

IPEDS Web-Based Data Collection, Winter 2004-2005
Edit Specifications for Salaries
(Applicable to Degree-granting institutions only)

- Salaries Screening Question

Responses to screening questions determine whether or not particular components of the winter collection need to be completed. The Salaries (SA) screening question follows:

- **Does your institution have full-time instructional faculty working the following types of contract lengths/teaching periods?**

A Yes answer determines that screens will be provided to report data for full-time instructional faculty working that contract length/teaching period.

Contract length/teaching period

- A. Less-than-9-month (working for less than 9 months per year) ☐ Yes / ☐ No
B. 9/10-month (working for 9 or 10 months per year) ☐ Yes / ☐ No
C. 11/12-month (working for 11 or 12 months per year) ☐ Yes / ☐ No
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(NOTE: In the past, questions on tuition and housing plan benefits were included on the screening question page, however, the tuition and housing plan benefit questions have been deleted from this year's Salaries screening question page. Tuition and housing plan benefit information is now ONLY collected in Part B (Fringe Benefits section) of the Salaries component. The new lines relating to tuition and housing plan benefits in Part B are: line 7 - tuition plan (dependents only) **unrestricted**, line 8 - tuition plan (dependents only) **restricted**, line 9 - housing plan **unrestricted**, and line 10 - housing plan **restricted**.) Due to the addition of the new lines this year, the previous line numbers for Social Security taxes, Unemployment Compensation, Worker's compensation, and Other benefits in kind with cash options have been re-numbered. (Refer to the Salaries import specifications for a complete list of fringe benefits and corresponding line numbers.)

- Part A (Length of Contract/Teaching Period, Salaries, and Rank of Full-Time Instructional Faculty)

- If the **number of faculty** is reported for any academic rank, the **salary outlay** for the same academic rank must also be reported and vice versa; otherwise, a fatal error will occur requiring data in both cells OR no data in both cells.
- The **total number of men, total number of women, and grand total (men and women)** are automatically generated based on the number of employees reported for each applicable contract length/teaching period.
- **Average salary** by academic rank is automatically generated as the salary outlay divided by the corresponding number of faculty.

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- Based on the academic rank order listed in the survey, the **average salary** for a higher academic rank should be greater than the average salary for a lower academic rank; otherwise, the data must be revised or confirmed.
- **Average salary** for any academic rank should be less than or equal to \$145,000; otherwise, an explanation will be required.
- The number of full-time instructional faculty reported for the Salaries component should be less than or equal to the total number of full-time faculty reported for the Fall Staff component; otherwise, a fatal edit will occur.

- Part B (Fringe Benefits of Full-Time Instructional Faculty)

(Note: Fringe benefit data are not requested for full-time instructional faculty working less than 9 months per year.)

- If the number covered is reported for any fringe benefit **EXCEPT** "Unemployment compensation" and "Worker's compensation," the expenditure for the corresponding fringe benefit must also be reported and vice versa; otherwise, a fatal error will occur. For the "Unemployment compensation" benefit and "Worker's compensation" benefit, an explanation will be required if the number covered for either benefit is greater than zero and the corresponding fringe benefit expenditure is zero.
- If the average expenditure for **social security taxes** is greater than \$6,724, but is less than or equal to \$8,700, the data must be revised or confirmed. However, if the average expenditure for social security taxes is greater than \$8,700, a fatal edit will occur.
- The **total expenditure** amount is automatically generated for each applicable contract length/teaching period.
- The **average expenditure** by benefit type is automatically generated as the expenditure amount divided by the corresponding number covered.
- The number of employees reported in Part B for each benefit EXCEPT tuition plan, must be equal to or less than the number of employees reported in Part A.

- Current Year Versus Prior Year Comparisons

The following table lists edits performed based on the total number of faculty, salary outlays, and/or expenditures reported this year (current year - CY) compared to the corresponding items reported last year (prior year - PY). (NOTE: CY/PY edits are not performed if there is no PY data.)

Current Year (CY) / Prior Year (PY) Edits			
Faculty totals, salary outlays, and expenditures			
If CY value is	And PY value is	Expected CY range is	Action required

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<25	<25	N/A (No CY/PY edits are performed)	None
>=25	>0 and <25	Between .75 and 1.3 of PY value	Explanation required
any value	>=25 and <=150	Between .75 and 1.3 of PY value	Explanation required
any value	>150	Between .85 and 1.2 of PY value	Explanation required

- Winter Cross-Survey Edit Specifications

Data in Salaries that are compared to data in other Winter survey components are listed in the Winter Cross-Survey Edit Specifications.